

GOVERNMENT OF  
THE VIRGIN ISLANDS OF THE UNITED STATES

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DEPARTMENT OF PROPERTY AND PROCUREMENT

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**INVITATION FOR BIDS**

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Invitation No. IFB025BIRT20 (C)

Date: March 9, 2020

Pursuant to Laws of the Government of the Virgin Islands sealed bids in Quintuplicate (5) copies ((1) original and (4) copies) for the work described herein will be received no later than **Friday, April 10, 2020 at 10:00 a.m. at the Department of Property & Procurement** and publicly open thereafter.

**Description of Work and Project Number:** IFB025BIRT20 (C) Renovations and Improvements to the Bureau of Internal Revenue 1<sup>st</sup> and 2<sup>nd</sup> Floors of the Main Building, located at East End Plaza on St. Thomas, Virgin Islands.

**Pre-Bid Conference:** A Pre-Bid Conference will be held on **Monday, March 30, 2020 at 10:00 o'clock a.m.**, at the Department of Property and Procurement. A **site visit will be conducted immediately following the meeting.**

**Cost Per Set:** \$75.00 NON-REFUNDABLE

**Liquidated Damages:** \$100.00 / each calendar day thereafter

**Completion time of Work:** Thirty (30) Calendar Days

**Information regarding bidding documents**

Bidding Documents include the Public Notice, this Invitation to Bid, Non-Collusion Affidavit, Instruction to Bidders, Contractor's Qualification and Financial Statement, the Contract, Performance and Payment Bonds, Bid documents, General Provisions, Special Provision, Supplemental Specifications, Bid Schedule, Plan and Specifications. All documents may be obtained from the Department of Property and Procurement at the cost stated above or download a free copy at <http://dpp.vi.gov> under project advertisements.

Each bid must be accompanied by a Bid Guarantee as provided for in Form No. P&P-ITB-CC-16-73 (Instruction to Bidders) which is hereby made a part of this Invitation and by this reference incorporated herein as fully and effectively as if set forth

in detail. Bid Guarantee for Preferred Bidders is specified in 31 V.I.C. 236a (Act No. 2995 approved April 16, 1971), if the Preferred Bidders Act applies. If the Preferred Bidders Act does not apply, **failure to provide a Five (5%) percent bond will render the bid unresponsive.** It is the Bidder's responsibility to determine if the Act applies.

The Bid Guarantee for bidders not claiming or having the status of a preferred bidder will be Five (5%) per cent of the bid price. Bid Guarantee will be in the form of a Bond (Corporate or Individual Surety), Money Order, Certified Check or Irrevocable Letter of Credit. The bid bond form provided in the bid document must be properly filled out to accompany checks and money orders.

No Bidder will be allowed to withdraw his bond within a period of thirty (30) calendar days following the date set for the opening thereof.

#### **Preferred Bidder:**

Any bidder claiming eligibility as a "preferred bidder" under the provision of the Preferred Bidders Act (31 VIC 236a – Act No. 2995, approved April 16, 1971) must request that his/her name be added to a preferred bidders' list to be maintained by the Commissioner of Property and Procurement.

If a bidder has not previously filed a notarized Certificate with the Commissioner of Property and Procurement, copies thereof may be obtained from the Department of Property and Procurement, Division of Procurement, Building No. 1, Subbase, Third Floor, St. Thomas, Virgin Islands and/or from 3274 Estate Richmond, Christiansted, St. Croix, Virgin Islands.

Certificates must be fully completed, notarized and filed in the Division of Procurement before the day and hour set for bid opening.

#### **Contractor's Statement**

Each bidder **must** submit with his/her bid an executed copy of a Contractor's Qualification and Financial Statement which is hereby made a part of this Invitation for Bids and by this reference incorporated herein as fully and effectively as if set forth in detail.

#### **Virgin Islands Business License**

Each bidder **must** submit with his/her bid a valid Virgin Islands Business License listing General Construction Co. or Construction Contractor as the Types of License (s).

**BONDS:**

A Bid Bond, Performance Bond and Payment each are required as follows:

Bid Bond:	5% of the Contract
Performance Bond:	100% of the Contract
Payment Bond:	100% of the Contract

**BID SCHEDULE**  
**GOVERNMENT OF THE VIRGIN ISLANDS**  
**INTERNAL REVENUE HEADQUARTERS**  
**EAST END PLAZA, BLDG #2 PARCEL#17B St.Thomas, V.I.00802**

<u>No.</u>	<u>DESCRIPTION</u>	<u>UNITS</u>	<u>QTY.</u>	<u>NUMBERS</u> <u>UNIT PRICE</u>	<u>TOTAL (\$)</u>
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**FIRST FLOOR PLAN**

1	MOBILIZATION	LS	1.00		
2	REMOVE AND REPLACE EXISTING FURNITURE AND EQUIPMENT	LS	2,000.00		
3	REMOVE AND DISPOSE OF EXISTING CARPET	SF	2,800.00		
4	REMOVE AND DISPOSE OF EXISTING COVE BASE	LF	1,000.00		
5	INSTALL NEW CERAMIC FLOOR TILES ( 20" x 20" ) Tiles - Monteros A Beigge - CA	SF	2,800.00		
6	SCRAPE/SEALER OR APPROPRIATE PAINT PAINT TWO COATS INTERIOR /EXTERIOR PARTITION WALLS TO MATCH EXISTING	SF	5,700.00		

**SECOND FLOOR PLAN**

7	REMOVE AND REPLACE EXISTING FURNITURE AND EQUIPMENT	LS	2,000.00		
8	REMOVE AND DISPOSE OF EXISTING CARPET	SF	3,015.00		
9	REMOVE AND DISPOSE OF EXISTING COVE BASE	LF	700.00		
10	INSTALL NEW PREMIUM PORCELAIN ( 20" X 20" MONTEROSA BEIGE )	SF	3,015.00		
11	SCRAPE/SEALER OR APPROPRIATE PAINT PAINT TWO COATS INTERIOR / EXTERIOR PARTITION WALLS TO MATCH EXISTING	SF	5,800.00		

**TOTAL (NUMBERS)**

**TOTAL (WORDS)**

**DOLLARS and \_\_\_\_\_ Cents**

**CONTRACTOR'S NAME:** \_\_\_\_\_

**CONTRACTOR'S SIGNATURE:** \_\_\_\_\_



## **SCOPE OF WORK**

This project consists of the developing a scope of work for INTERNAL REVENUE HEADQUARTERS. The office is located at East end Plaza, BLDG #2 Parcel #17B in St. Thomas, VI. The Scope of work for this project includes but is not limited to: Remove and Replace existing furniture and equipment, Install new ceramic floor tiles, Install new premium Porcelain and Remove and disposal of existing carpet, that is approximately 5,815 square feet.

All work must be done in accordance with the Scope of work, Bid Schedule, Standard Specifications, Virgin Islands Building Code, International Building Code and recommendation and/or suggestion established by the Project Engineer.

The contractor shall provide and pay for all material, labor, power, transportation, superintendence, temporary construction of any nature, and all other services and facilities of any nature whatsoever necessary to execute, complete and deliver the work within the time stated in the proposal.

### **Proposed Scope:**

**The objective of this project is adequately layout to the Internal Revenue Headquarters Office.**

1. THE NEW CERAMIC FLOOR TILES, NEW PREMIUM PORCELAIN TILES, PROVIDE REQUISITE COVE BASE, THE PAINT FOR THE EXISTING INTERIOR AND EXTERIOR PARTITIONS WALLS, WILL BE PROVIDED BY THE INTERNAL REVENUE HEADQUARTER. THE CONTRACTOR SHALLL PROVIDE ALL OTHER RECOMMENDED ITEMS.
2. PRICES BEEN SUBMITTED FOR WORK TO BE DONE **SHALL INCLUDE THE CONTRACTOR'S OVERHEAD TAXES AND PROFIT** ALONG WITH **ALL COSTS FOR MATERIALS, EQUIPMENT AND MANPOWER** NECESSARY TO FACILITATE PROPER. SAFE, AND TIMELY COMPLETION OF THE PROJECT.
- 3.. UNIT PRICES SUBMITTED ON THE ITEMIZED BID SHEET SHALL BE UTILIZED FOR ANY CREDITS OR DEBITS TO THE PROJECT. WHICH , IF NECESSARY, SHALL BE ADDRESSED AS A CHANGE ORDER TO THE PROJECT.
4. CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR ANY UNDERGROUND UTILITY LINES DAMAGED DURING CONSTRUCTION.
5. THE CONTRACTOR SHALL APPLY TWO COATS TO THE EXISTING INTERIOR AND EXTERIOR PARTITION WALLS.
6. CONTRACTOR SHALL BE RESPONSIBLE FOR MOVING AND REPLACING ALL FURNITURE/EQUIPMENT BEFORE CARPET REMOVAL AND AFTER TILE INSTALLATION.

7. ANY EQUIPMENT AND/OR OFFICE FURNISHINGS LOST OR DAMAGED DURING THE TRANSFER SHALL BE REPLACED BY THE CONTRACTOR AT COST.
8. BEFORE PAINTING IN ANY SECTION OF THE BUILDING, USE DROP SHEETS AND MASKING TAPE WHEREVER NECESSARY TO PROTECT FINISHED WORK OR OTHER SURFACES LIABLE TO DAMAGE DURING PAINTING, AS NOTED IN PREPARATION WALLS DESIGNATED FOR PAINTING AND THOSE NOT REQUIRED WILL BE CONFIRMED ON-SITE DURING THE WALK THROUGH.
9. PREPARE ALL SURFACES TO RECEIVE PAINT IN ALL HALLWAY CORRIDORS, DOORS AND FRAMES, LOBBY AND OFFICES AS LISTED IN THE PER ROOM LIST.
10. PROTECT ALL SURFACES NOT TO RECEIVE PAINT, INCLUDING BURGUNDY RUBBER COVE BASE, RE-INSTALL COMPONENTS, FURNITURE AND CUBICLE WALLS, IF NECESSARY.
11. EXTERIOR WORK MAY BE DONE DURING THE DAY WITH PROPER SIDEWALK CLEARANCES AND FRONT DOOR ACCESS.
12. PAINT WALLS BEHIND FILING CABINETS
13. ALL WORK MUST BE DONE AFTER 5 PM AND BEFORE 7 AM
14. PROVIDE ALL LABOR MATERIALS, EQUIPMENT, AND SUPERVISION FOR THE PREP AND PAINTING OF EXISTING INTERIOR SURFACES, I.C. WALLS, DOORS, JAMBS, WINDOW FRAMES, CEILINGS ARE DROP TILE AND DO NOT REQUIRE PAINTING. PLEASE NOT SIGNIFICANT TRIM WORK ON STAIRS AND IN COURTROOM.
15. AT COMPLETION OF CONSTRUCTION ACTIVITIES, THE EHA REPRESENTATIVE WILL CONDUCT A WALK THRU WITH THE SELECTED CONTRACTOR AND CREATE A PUNCH-LIST FOR ANY TOUCH UP, RESTORING DAMAGED OR DEFACED PAINTED SURFACES BEFORE ACCEPTING THE PROJECT AS COMPLETED.

**NOTE: PLEASE SEE THE ATTACHED OFFICE NUMBERS  
OF THE FIRST AND SECOND FLOORS TO BE  
IMPROVED AT THE OWNER REQUEST**

**1-MAIN LEVEL OFFICES:**

Project Manager	Room #- 111
Assessment Supervisor	113
Internal Auditor	114
Assistant Processing Chief	116
Processing Chief	118
Meeting Room/Mail Room	121
Meeting Room	124
Meeting Room	125
Meeting Room	126
Diputy Dir. Operations/Assist Chief DAR	129
Meeting Room/Chief DAR	131
Audit Chief/Special Assistant	132
Meeting Room/Chief of Audit	134
Assist Chief DAR/Assist Chief-Audit	135
Reviewer Conferee/Senior Revenue Officer	136
Meeting Room	137

**2-UPPER LEVEL OFFICES:**

Deputy Director's Office	205
Legal Secretary (Cubical)	207
Legal Counsel	208
Director's Secretary	209
Director's Special Assistant/Disclosure	210



Director's Office	211
Human Resource/Supply Room	212
PBX Operator/Receptionist	213
Budger Control Officer/Reviewer conferee	215
Maintenance Officer/Tax Policy Analyst	216
Budget Control Supervisor/Human Resources	217
Conference Room	218
Adjoining Corridors	203



<b>BID BOND</b> <i>(See instruction on reverse)</i>	DATE BOND EXECUTED <i>(Must not be later than bid opening date)</i>	OMB NO.: 9000-0045
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Public reporting burden for this collection of information is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVR), Federal Acquisition Policy Division, GSA, Washington, DC 20405.

PRINCIPAL <i>(Legal name and business address)</i>	TYPE OF ORGANIZATION <i>("X" one)</i> <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> JOINT VENTURE <input type="checkbox"/> CORPORATION <hr/> STATE OF INCORPORATION
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SURETY(IES) *(Name and business address)*

PENAL SUM OF BOND					BID IDENTIFICATION	
PERCENT OF BID PRICE	AMOUNT NOT TO EXCEED				BID DATE	INVITATION NO.
	MILLION(S)	THOUSAND(S)	HUNDRED(S)	CENTS	FOR <i>(Construction, Supplies, or Services)</i>	

OBLIGATION:

We, the Principal and Surety(ies) are firmly bound to the United States of America (hereinafter called the Government) in the above penal sum. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally. However, where the Sureties are corporations acting as co-sureties, we, the Sureties, bind ourselves in such sum "jointly and severally" as well as "severally" only for the purpose of allowing a joint action or actions against any or all of us. For all other purposes, each Surety binds itself, jointly and severally with the Principal, for the payment of the sum shown opposite the name of the Surety. If no limit of liability is indicated, the limit of liability is the full amount of the penal sum.

CONDITIONS:

The Principal has submitted the bid identified above.

THEREFORE:

The above obligation is void if the Principal - (a) upon acceptance by the Government of the bid identified above, within the period specified therein for acceptance (sixty (60) days if no period is specified), executes the further contractual documents and gives the bond(s) required by the terms of the bid as accepted within the time specified (ten (10) days if no period is specified) after receipt of the forms by the principal; or (b) in the event of failure to execute such further contractual documents and give such bonds, pays the Government for any cost of procuring the work which exceeds the amount of the bid.

Each Surety executing this instrument agrees that its obligation is not impaired by any extension(s) of the time for acceptance of the bid that the Principal may grant to the Government. Notice to the surety(ies) of extension(s) are waived. However, waiver of the notice applies only to extensions aggregating not more than sixty (60) calendar days in addition to the period originally allowed for acceptance of the bid.

WITNESS:

The Principal and Surety(ies) executed this bid bond and affixed their seals on the above date.

PRINCIPAL						
SIGNATURE(S)	1.	2.	3.	<i>Corporate Seal</i>		
	<i>(Seal)</i>	<i>(Seal)</i>	<i>(Seal)</i>			
NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.	3.			
INDIVIDUAL SURETY(IES)						
SIGNATURE(S)	1.	2.				
	<i>(Seal)</i>	<i>(Seal)</i>				
NAME(S) <i>(Typed)</i>	1.	2.				
CORPORATE SURETY(IES)						
SURETY A	NAME & ADDRESS			STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.		2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.		2.		

<b>SURETY B</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		
<b>SURETY C</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		
<b>SURETY D</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		
<b>SURETY E</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		
<b>SURETY F</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		
<b>SURETY G</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		

#### INSTRUCTIONS

1. This form is authorized for use when a bid guaranty is required. Any deviation from this form will require the written approval of the Administrator of General Services.
2. Insert the full legal name and business address of the Principal in the space designated "Principal" on the face of the form. An authorized person shall sign the bond. Any person signing in a representative capacity (e.g., an attorney-in-fact) must furnish evidence of authority if that representative is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved.
3. The bond may express penal sum as a percentage of the bid price. In these cases, the bond may state a maximum dollar limitation (e.g., (e.g., 20% of the bid price but the amount not to exceed \_\_\_\_\_ dollars).
4. (a) Corporations executing the bond as sureties must appear on the Department of the Treasury's list of approved sureties and must act within the limitation listed therein. where more than one corporate surety is involved, their names and addresses shall appear in the spaces (Surety A, Surety B, etc.) headed "CORPORATE SURETY(IES)." In the space designated "SURETY(IES)" on the face of the form, insert only the letter identification of the sureties.  
  
(b) Where individual sureties are involved, a completed Affidavit of Individual surety (Standard Form 28), for each individual surety, shall accompany the bond. The Government may require the surety to furnish additional substantiating information concerning its financial capability.
5. Corporations executing the bond shall affix their corporate seals. Individuals shall execute the bond opposite the word "Corporate Seal"; and shall affix an adhesive seal if executed in Maine, New Hampshire, or any other jurisdiction requiring adhesive seals.
6. Type the name and title of each person signing this bond in the space provided.
7. In its application to negotiated contracts, the terms "bid" and "bidder" shall include "proposal" and "offeror."

**GOVERNMENT OF THE VIRGIN ISLANDS**  
**DEPARTMENT OF PROPERTY AND PROCUREMENT**

**NON-COLLUSION AFFIDAVIT**

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..... being duly sworn, deposes and says that —

(1) He is [owner, partner, officer, representative, or agent] of .....

..... the bidder that has submitted that attached bid;

(2) He is duly informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

(3) Such bid is genuine and is not a collusive or sham bid;

(4) Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against The Government of the Virgin Islands or any person interested in the proposed contract; and

(5) The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

\_\_\_\_\_  
Signature of Affidavit

SUBSCRIBED AND SWORN to before me this....., day of .....

Notary Public



GOVERNMENT OF  
THE VIRGIN ISLANDS OF THE UNITED STATES

CONTRACTOR'S  
QUALIFICATION STATEMENT

CONTRACTOR .....

ADDRESS .....

DATE .....

TEL. NUMBER .....

CEL. NUMBER .....



1. Introductory letter about the company:

- (a) Name of key personnel with experience of each and length of time in company.
- (b)

1. How many years experience your company has in providing:

- (a) Janitorial Services.....
- (b) Landscaping Services.....

2. List the service contracts your organization has under way on this date:

Contract Amount	Class of Work	Percent Completed	Location	Name of Owner

3. List contracts your organization has completed in the past three years:

Contract Amount	Class of Work	Completed	Location	Name of Owner

4. Have you ever failed to complete any work awarded to you? .....  
If so where and why? .....  
.....  
.....
5. Has any officer or partner of your construction ever been an officer or parent of some other organization that failed to complete a construction contract? ..... If so, state name of individual, other organization and reason therefore .....  
.....  
.....
6. Has any officer or partner of your organization ever failed to complete a construction contract handled in his own name? .....  
If so, state name of individual, name of Owner and reason therefore .....  
.....  
.....
7. In what other lines of business are you financially interested? .....  
.....  
.....  
.....

8. What is the construction experience of the principal individual of your organization?

Individual's Name	Present Position or Office	Years of Construction Experience	Magnitude and Type of Work	In what Capacity

9. In what manner have you inspected this proposed work? Explain in detail.

.....  
 .....

10. Explain your plan or lay out for performing the proposed work.

.....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....

11. The work, if awarded to you, will have the personal supervision of whom? .....
- .....
- .....
12. Do you intend to do the transportation on the proposed work with your own equipment? .....
- .....
- .....
13. If you intend to sublet the transportation or perform it through an agent, stat estimated amount of sub-contract or agent's contract, and , if known, the name and address of sub-contract or agent, amount and type of his equipment and financial responsibility.
- .....
- .....
- .....
14. Do you intend to do grading and foundation work with your own forces? .....
- If so, give type of equipment to be used. ....
- .....
- .....
- .....
15. If you intend to sublet the grading and foundation work or perform it through sub-contract, give the name and address of sub-contractor, if known of his equipment and financial responsibility.
- .....
- .....
- .....
16. Do you intend to sublet any other portion of the work? .....



17. If so, state amount of sub-contract, and if known, the name and address of the sub-contractor, amount and type of his equipment and financial responsibility.

.....

.....

.....

18. From which sub-contractors do you expect to require a bond? .....

.....

.....

19. What equipment do you own that is available for proposed work?

Quantity	Item	Description, Size, Capacity, Etc.	Condition	Years of Service	Present Location

## Give Condensed Current Financial Statement

Condition at Close of Business —	Date		Dollars	Cents
<b>ASSETS</b>				
1. Cash (a) on hand \$ .....	(b) In Bank \$.....			
	(c) Elsewhere \$.....			
	(d) Total Cash \$.....			
2. Notes receivable (a) Due within 90 days .....	(b) Due after ..... days .....			
	(c) Past due .....			
3. Accounts receivable from completed contracts, exclusive of claims not approved for payment .....				
4. Sums earned on uncompleted contracts as shown by Engineer's or Architect's estimate				
(a) Amount receivable after deducting retainage .....				
(b) Retainage to date due to upon commencement of Contracts .....				
5. Accounts receivable from source other than commencement of Contracts.....				
6. Deposits for bids or other guarantees:				
(a) Recoverable within ..... days.....				
(b) Recoverable after ..... days .....				
7. Interest accrued on loan, securities, etc. ....				
8. Real estate (a) Used for business purposes .....	(b) Not used for business purposes .....			
9. Stocks and Bonds (a) Listed – present market value .....	(b) Unlisted – present value .....			
10. Materials in stock not included in Item 4				
(a) For uncompleted controls (present value) .....				
(b) Other materials (present value) .....				
11. Equipment, book value .....				
12. Furniture and fixtures, book value .....				
13. Other assets .....				
<b>TOTAL ASSETS</b>				
<b>LIABILITIES</b>				
1. Notes payable (a) To banks regular .....	(b) To bank for certified checks .....			
	(c) To others for equipment obligations .....			
	(d) To others exclusive of equipment obligations .....			
2. Accounts payable (a) Not past due .....	(b) Past due .....			
3. Real Estate encumbrances .....				
4. Other Liabilities .....				
5. Reserves .....				
6. Capital stock paid up (a) Common .....	(b) Common .....			
	(c) Preferred .....			
	(d) Preferred .....			
7. Surplus (net worth) Earned \$.....	Unearned \$.....			
<b>TOTAL LIABILITIES</b>				

**GIVE CONDENSED CURRENT FINANCIAL STATEMENT Cont.**

<b>CONTINGENT LIABILITIES</b>	
1. Liability on notes receivable, discounted or sold .....	
2. Liability on accounts receivable, pledged, assigned or sold .....	
3. Liability s bondman .....	
4. Liability as guarantor on contracts or on accounts of others .....	
5. Other contingent liabilities .....	
<b>TOTAL CONTINGENT LIABILITIES</b>	

include all amounts owing subcontractors for all work in placed and accepted on completed and uncompleted contracts, including retainage.

This is to certify that the information herein reported is to  
the best of our knowledge true and accurate.

.....  
Name of Company

.....  
Print Name

.....  
Signature

.....  
Telephone Number / Cell Phone Number

## AFFIDAVIT OF INDIVIDUAL SURETY

(See Instructions on Page 2)

STATE OF \_\_\_\_\_ )  
 )  
 )  
 ) ss:  
COUNTY OF \_\_\_\_\_ )  
 )  
 )

I, the person whose signature appears below as surety, being duly sworn, depose and say that I am one of the sureties to the attached bond; that I am a citizen of the United States (a Resident Alien who has declared his intention to become a Citizen of the United States,) and of full age and legally competent; that I am not a partner in the business of the principal on the bond or bonds on which I appear or may appear as surety; that the information herein below furnished is true and correct. This affidavit is made to induce the Government of the Virgin Islands to accept me as surety on the attached bond.

MY NAME (first, middle, last)	MY ADDRESS (street and number, city and State)
TYPE AND DURATION OF MY OCCUPATION	NAME OF MY EMPLOYER
MY BUSINESS ADDRESS (Street and number, city and State)	Amount I am worth in Real Estate and Personal Property over and above (1) All my debts and liabilities owing and incurred. (2) Any property exempt from execution (3) Any pecuniary interests I have in the business of the principal on said bond. And (4) Any interest I have in any so-called community property.
LOCATION AND DESCRIPTION OF REAL ESTATE OF WHICH I AM SOLE OWNER IN FEE SIMPLE (not exempt from seizure and sale under any homestead law, community or marriage law, or upon attachment, execution, or judicial process)	
FAIR VALUE OF SUCH REAL ESTATE	ASSESSED VALUE OF SUCH REAL ESTATE FOR TAXATION PURPOSES
ALL MORTGAGES OR OTHER ENCUMBRANCES AGAINST ABOVE REAL ESTATE. THERE BEING NO OTHERS (if none, so state)	

MY LIABILITIES OWING AND INCURRED DO NOT EXCEED THE AMOUNT OF	Amount I am worth in Real Estate and Personal Property over Personal property subject to execution and sale. This amount being additional to the real estate above described
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THE ABOVE PERSONAL PROPERTY CONSISTS OF THE FOLLOWING

ALL OTHER BONDS ON WHICH I AM SURETY (state character and amount of each bond; if none; so state)

MY SIGNATURE AS SURETY

Subscribed and sworn to before me this date at \_\_\_\_\_

(Signature)

(Title of official administering oath)

(Date)

OFFICIAL SEAL



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## CERTIFICATE OF SUFFICIENCY

I HEREBY CERTIFY, that the surety named herein is personally known to me; that, in my judgment, said surety is responsible, and qualified to act as such; and that, to the best of my knowledge and belief, the facts stated by said surety in the foregoing affidavit are true.

---

NAME (typewritten)

---

SIGNATURE

---

OFFICIAL TITLE

---

ADDRESS

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### INSTRUCTIONS

1. This form shall be used whenever sureties on bonds to be executed in connection with Government contracts are individual sureties. There shall be no deviation from this form except as authorized by the Department of Property and Procurement.

2. A firm, as such, will not be accepted as a surety, nor a partner for copartners or for a firm of which he is a member. Stockholders of a corporate principal may be accepted as sureties provided their qualifications as such are independent of their stockholdings therein. Sureties, if individuals, shall be citizens of the United States or Resident Aliens who have declared their intention to become United States Citizen.

3. The individual surety shall justify, under oath, in a sum not less than the penalty of the bond, according to the form appearing on the face hereof, before a notary public, or some other officer having authority to administer oaths generally. If the officer has an official seal, it shall be affixed, otherwise the proper certificate as to his official character shall be furnished. Where citizenship is not required, as provided in paragraph 2 of these instructions, the affidavit may be amended accordingly.

4. The certificate of sufficiency shall be signed by an officer of a bank or trust company, under Oath by two persons not related to the surety.

5. By signing this affidavit, the individual surety agrees to assign to the Government of the Virgin Islands as security for performance by the Principal such real and/or personal property as the Government of the Virgin Islands shall designate having a fair market value of three times the bonded amount.

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